



Administrative Office of the U.S. Courts
Office of Information Technology

CJA eVoucher

Attorney User Manual

Release 4.1.2

July 2014



Contents

Introduction	1
Voucher & Authorization Request Submission	1
Browser Compatibility.....	1
Court Appointment	1
Accessing the CJA eVoucher Program.....	2
Home Page	3
Navigating in the CJA eVoucher Program	4
Customizing the Home Page	5
My Profile	7
Changing My Profile Username and Password	8
CM/ECF Login	9
Attorney Info	10
Billing Info	11
Appointment's List	12
View Representation.....	13
CJA 20 Voucher Process Overview	14
Creating the CJA 20 Voucher	14
Entering Services.....	16
Entering Expenses	18
Claim Status	21
Documents	22
Signing and Submitting to Court	23
CJA 20 Quick Review Panel	26

Introduction

The CJA eVoucher System is a web-based solution for submission, monitoring and management of all Criminal Justice ACT (CJA) functions. The eVoucher program will allow for:

- On-line authorization requests by attorneys for service providers
- On-line voucher completion by the service provider or by the attorney acting for the service provider
- On-line voucher review and submission by the attorney
- On-line submission to the court

Unless the court has indicated otherwise, attorneys are generally required to create and submit vouchers for their service providers. The program includes the following modules:

Voucher & Authorization Request Submission

- Authorization requests by attorneys for expert services.
- Requests by attorneys for interim payment.
- Upload supporting documents to vouchers or authorization requests.
- Reports for attorneys to take an active part in monitoring costs.
- Automatic e-mail notification to attorney of approval or rejection of vouchers and authorization requests.

Browser Compatibility

- Windows: Internet Explorer 8 or newer are approved.
- Apple Macintosh: Safari 5.1 or newer is approved.
- Apple Mobile: Safari is approved (with limitations).
- Chrome, Firefox and other browsers may not be used with CJA.

Court Appointment

When an attorney has been appointed to represent a defendant, the appointment will also be entered in eVoucher. An email will automatically be generated by the program, and sent to the appointed attorney. The email will confirm the appointment and provide a link to the CJA eVoucher program.

Accessing the CJA eVoucher Program

Your court will provide information on how to access eVoucher. It is suggested that you bookmark it for easier access.

Log in using your Username and Password you were provided, and click [Log In](#)



The screenshot shows the CJA eVoucher login interface. At the top left is the official seal of the U.S. District Court for the Sixth Circuit. To its right, the text reads "CJA eVoucher" and "Electronic Voucher Management System". Below this is an orange banner with the text "USER LOGIN AOTX Train 2, CJA 4.1.1". The main login area has the heading "Existing user? Please log in." followed by two input fields: "Username:" and "Password:". A "Log In" button is positioned to the right of the password field. Below the password field is a blue hyperlink "Forgot your login?". At the bottom, a "Notice" states: "This is a Restricted Web Site for Official Court Business only. Unauthorized entry is prohibited and subject to discipline by the Court and/or prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged."

If you forget your username or password, click the [Forgot your login?](#) hyperlink. Enter your Username or Email address, and click Recover Logon to retrieve your information.

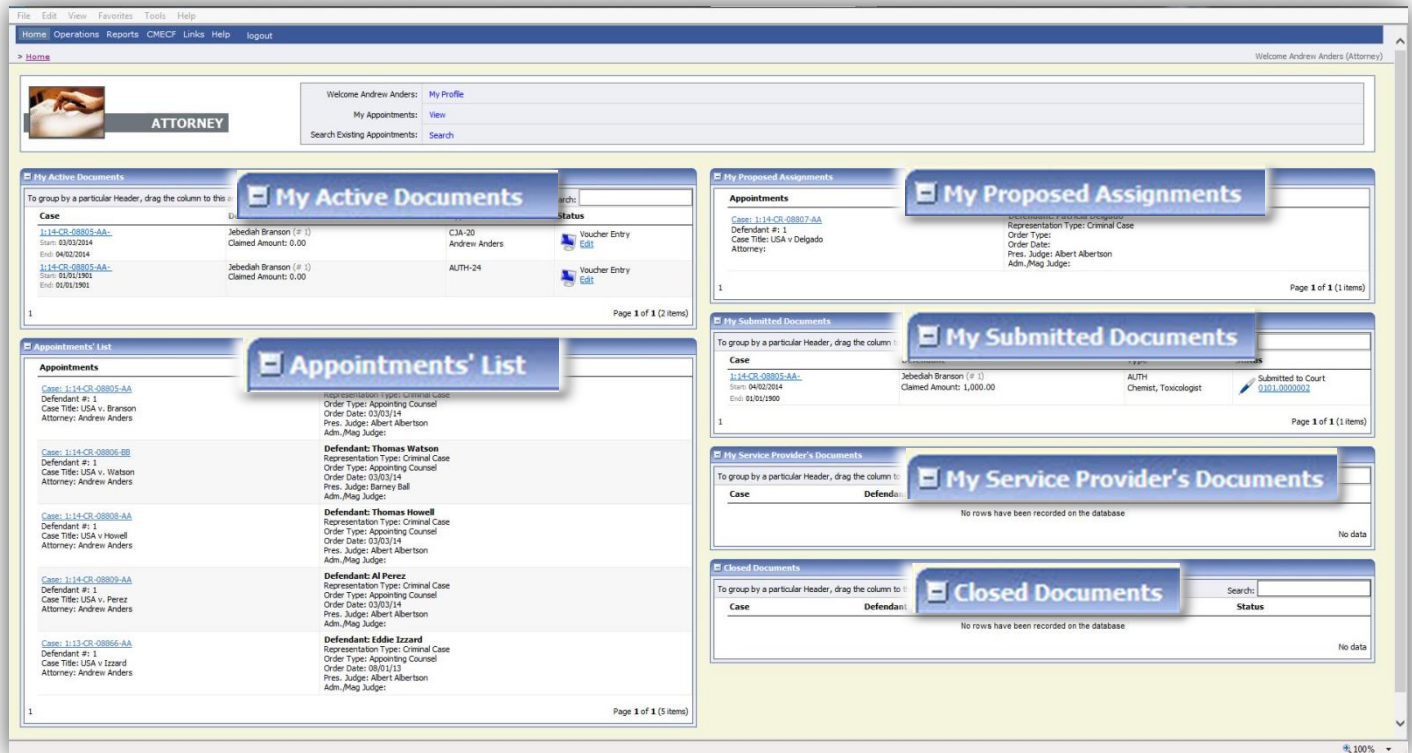


The screenshot shows the "Forgot your Login?" form. The heading reads: "Forgot your Login? Please tell us your username and/or email. We will send you an email to retrieve the missing info." Below this are two input fields: "Username:" and "Email:". A red box highlights the "Username:" field, the "and/or" text, and the "Email:" field. A "Recover Logon" button is located below the email field.

Home Page

Your home page provides access to all of your appointments and vouchers.

Security has been put into place that prohibits you from viewing information for any other attorney. Likewise, no-one else will have access to your information.



Folder Descriptions	
My Active Documents	Contains documents that you are currently working on or have been submitted to you by an expert service provider. These documents are waiting for action by you.
Appointments' List	Quick reference to all your appointments.
My Proposed Assignments	Cases will appear in this folder if an appointment has been proposed to you and you have not accepted or rejected the appointment. The Sixth Circuit will not immediately be using this feature.
My Submitted Documents	Contains vouchers for yourself, or for your service provider, which have been submitted to the court for payment. Documents submitted to the court requesting expert services or interim payments will also appear in this folder.
My Service Provider's Documents	Contains all the vouchers for your service providers. This will include: <ul style="list-style-type: none"> Vouchers in progress by the experts Vouchers submitted to the attorney for approval and submission to the court Vouchers signed off by the attorney and submitted to the court for payment
Closed Documents	Contains documents that have been paid or have been approved by the court. Closed documents will only be displayed for open cases. When the appointment is completed, the closed documents will no longer be displayed on your homepage. They are still accessible through the appointment page.


Navigating in the CJA eVoucher Program



Menu Bar Items	
Home	The eVoucher home page.
Operations	Allows you to search for specific appointments.
Reports	Selected reports you may run on your appointments.
CMECF	Allows you to query the CM/ECF database, if enabled by your court.
Links	Hyperlinks to CJA resources: forms, guides, publications, etc.
Help	Provides: <ul style="list-style-type: none"> • Another link to your Profile • "Contact Us" e-mail • Privacy Notice
Logout	Logs user off the eVoucher program.



Note:

The [Search](#) option is not a valid link. A Pop up will indicate that you have been redirected.

 You don't have access to the requested page. The system has redirected you here.

Customizing the Home Page

Customizing your home page allows you to alter the manner in which your information is displayed in the folders.

Expanding/Collapsing Folders: Click the plus sign  to expand a folder. Click the minus sign  to collapse a folder.

Moving Folders

Step
1

Place your mouse pointer on the top edge of the folder you wish to relocate.

A crosshair icon  will appear.


Step
2

Drag the folder to the new location and release the mouse.

Sorting: Click the column heading (e.g., Case, Description, Type) to sort in either ascending or descending order.

Resizing of Column

Step
1

Along the folder headings (e.g. case, defendant, type, etc.), move your cursor to the line between the columns until a double arrow  appears.

Step
2

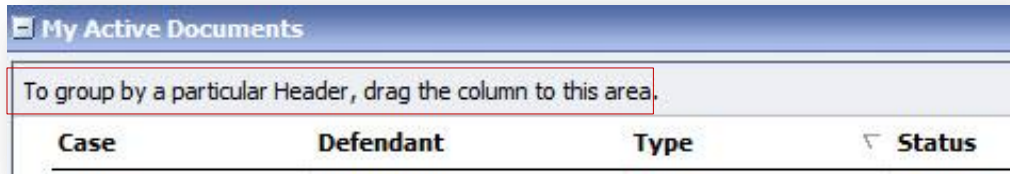
Drag the line in the desired direction to enlarge or reduce the column size.

Note:

The folder size does not increase; therefore, some columns may move off the screen.

Customizing the Home Page (continued)

Group by Column Heading: You may sort all the information within a folder by grouping documents by the column heading. All folders displaying the “Group Header bar” may be sorted in this manner.

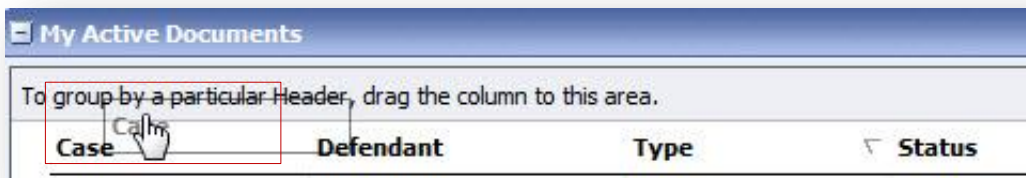


Step
1

Click the header for the column you wish to group.

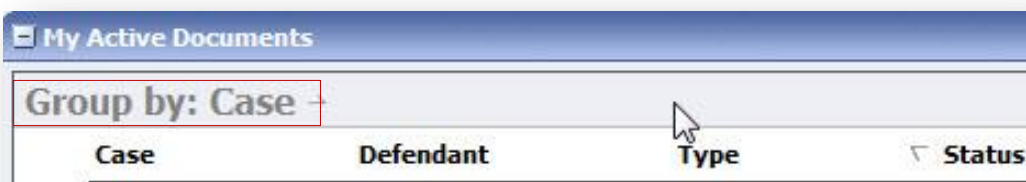
Step
2

Hold the cursor and drag the header to the “Group by Header” bar.



Step
3

Release the cursor and all the information in that folder will be grouped and sorted by that selection.

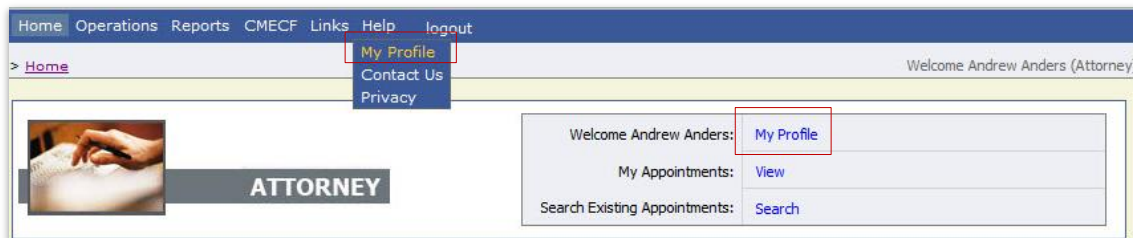


My Profile

In the My Profile section, the attorney may:

- Change password (Login Info section.)
- Edit contact information, phone, e-mail, physical address (Attorney Info section.)
- Update SSN or EIN numbers and any firm affiliation (Billing Info section.)
- The Holding Period and Continuing Legal Education sections will not be utilized by the Sixth Circuit at this time so completion of these sections is not necessary.

Click the **My Profile** link from either the Home screen or the Help menu bar to open the “My Profile” page.



This screenshot shows the 'My Profile' page. The top navigation bar is the same as the previous screenshot. The 'Help' menu is open, and the 'My Profile' link is highlighted with a red box. The page displays several sections for the attorney, Andrew Anders:

- Login Info:** Your Login information. Username: Anders. CM/ECF Access is **NOT** validated. There is an 'Edit' button.
- Attorney Info:** Your personal info. Bar Number: 12345. Your Name: Andrew Anders. Your Contact Info: Phone: 210-833-5623 | Cell Phone: 702-555-1212. Fax: deadmail@support.aobx.uscourts.gov. Your Address: 110 Main Street, San Antonio, TX 78210, USA. There is an 'Edit' button.
- Billing Info:** List all available billing info records. Your default billing info is: Andrew Anders, SSN/EIN: ***-**-6789, 123 Legal Blvd. South, AnyTown, DC 12345 - USA, Phone: 888-555-4000, Fax: 888-555-4001. There are 'Select', 'Add', and 'Edit' buttons.
- Holding Period:** There is 1 period of time during which case cannot be taken. There is a 'View' button.
- Continuing Legal Education:** No info has been stored. Please click VIEW to type your info. There is a 'View' button.

Not being
used at
this time.

Changing My Profile Username and Password

Step
1

Under the **Login Info** section, click **Edit** to change your Password.

> Help > [My Profile](#) Welcome Andrew Anders (Attorney)

Login Info
Your Login information

UserName **Anders** CM/ECF Access is **NOT validated** **Edit**

Step
2

To change your Username, type the new Username and click **change**. It will show "The Username has been changed."

> Help > [My Profile](#)

Login Info
Your Login information

Username Anders **change**
Password **** **reset**

CM/ECF Username [validate](#)
CM/ECF Password

CM/ECF Access is **NOT validated**

Step
3

To reset your password, click **reset**.

Step
4

Type the new password and retype it in the confirm field.

> Help > [My Profile](#)

Login Info
Your Login information

Username Anders **change**
Password ***** * **Strength: Strong**
Confirm *

Reset [cancel](#)

CM/ECF Username [validate](#)
CM/ECF Password

CM/ECF Access is **NOT validated**

Step
5

Press the **Reset** button to save.

Step
6

Click the **Close** button to exit the login Info section.

> Help > [My Profile](#) Welcome Andrew Anders (Attorney)

Login Info
Your Login information

Username Anders **change**
Password **** **reset**

CM/ECF Username [validate](#)
CM/ECF Password

CM/ECF Access is **NOT validated** **Close**

CM/ECF Login

If your Court is allowing access to CM/ECF, log in using your CM/ECF Username/Password, and selecting validate. This will allow for synchronization between CJA eVoucher and CM/ECF. Once you've logged in, access will show as validated.

The screenshot shows a web application interface for the CJA eVoucher system. At the top is a navigation bar with links: Home, Operations, Reports, CMECF, Links, Help, and a logout button. Below this is a breadcrumb trail: > Help > [My Profile](#). The main content area is titled "Login Info" with the subtitle "Your Login information". It contains several input fields and buttons. The "Username" field is pre-filled with "Anders" and has a "change" link next to it. The "Password" and "Confirm" fields are empty and each has a red asterisk to its right. Below these fields are "Reset" and "cancel" buttons. Further down, there are fields for "CM/ECF Username" and "CM/ECF Password", with a "validate" link next to the username field. At the bottom, a red-bordered box displays the message "CM/ECF Access is **NOT validated**".

Home Operations Reports CMECF Links Help logout

> Help > [My Profile](#)

Login Info
Your Login information

Username [change](#)

Password *

Confirm *

CM/ECF Username [validate](#)

CM/ECF Password

CM/ECF Access is **NOT validated**

Attorney Info

Step 1

Under the **Attorney Info** section, click the **Edit** button to access your personal information.

Attorney Info
Your personal info

Bar Number: **12345**
Your Name: **Andrew Anders**

Your Contact Info:
Phone: 210-833-5623 | Cell Phone: 702-555-1212
Fax:
deadmail@support.aotx.uscourts.gov
deadmail@support.aotx.uscourts.gov
deadmail@support.aotx.uscourts.gov

Your Address:
110 Main Street
San Antonio, TX 78210
USA

Edit

Step 2

Make any necessary changes.

Attorney Info
Your personal info

Bar Number
12345 X

First Name Middle Last Name
Andrew Anders

Main Email
deadmail@support.aotx.uscourts.gov

2nd Email
deadmail@support.aotx.uscourts.gov

3rd Email
deadmail@support.aotx.uscourts.gov

Phone Cell Phone Fax
210-833-5623 702-555-1212

Address 1 City
110 Main Street San Antonio

Address 2 State Zip
TX 78210

Address 3 Country
USA

Save
cancel

Step 3

Click **Save**.

Note:

- The Country field will automatically populate USA, unless otherwise entered.
- You may list as many as three Email addresses. Notifications from eVoucher will be sent to all Email addresses.

Billing Info

Step 1

Under the **Billing Info** section, click **Add** if no billing information is available.

Billing Info
List all available billing info records

Your default billing info is:
Andrew Anders
 SSN/EIN: ***-**-6789
 123 Legal Blvd. South
 AnyTown, DC
 12345 - USA
 Phone: 888-555-4000
 Fax: 888-555-4001

Select
Add
Edit

Step 2

Click **Edit** if you wish to change the information already entered.

Note:

- You must have billing information entered before any payments can be made.
- The SSN/EIN is used when reporting income to the IRS.
- You may use the Copy Address from Profile checkbox if your billing address is the same as your Attorney Info address.

Step 3

Make any necessary changes and click **Save**.

Billing Info
List all available billing info records

Name: Andrew Anders X SSN/EIN: 123-45-6789

☐ Copy Address from Profile

Phone: 888-555-4000 Fax: 888-555-4001

Address 1: 123 Legal Blvd. South

Address 2:

Address 3:

City: AnyTown State: DC ZipCode: 12345

Country: USA

Save
cancel

Appointment's List

Locate the **Appointments** section under the Appointment's List on your home page.

Step
1

Click the case number hyperlink to open the **Appointment** page.

Appointments' List	
Appointments	Defendant
Case: 1:14-CR-08805-AA Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders	Defendant: Jebediah Branson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:
Case: 1:14-CR-08805-AA Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders	Defendant: Jebediah Branson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 12/21/10 Pres. Judge: Albert Albertson Adm./Mag Judge:

Home Operations Reports CMECF Links Help logout

Appointment

In this page you will find a summary about this appointment, including a list of vouchers related to this appointment and links to create new vouchers

[View Representation](#)

Create New Voucher

AUTH [Create](#)
Authorization for Expert and other Services

AUTH-24 [Create](#)
Authorization for payment of transcript

CJA-20 [Create](#)
Appointment of and Authority to Pay Court-Appointed Counsel

CJA-21 [Create](#)
Authorization and Voucher for Expert and other Services

CJA-26 [Create](#)
Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum: District Court

TRAVEL [Create](#)
Authorization for payment of Travel

Reports

[Appointment Report](#)

[Defendant Detail Budget Report](#)
Detail budget info for defendant

[Defendant Summary Budget Report](#)
Totals only of budget info for defendant

[Attorney Time Report](#)

Appointment Info

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT./DEF. NUMBER	4. DIST. DKT./DEF. NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT./DEF. NUMBER	6. OTHER. DKT./DEF. NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825 F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 3/3/2014 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Vouchers on File

To group by a particular Header, drag the column to this area. Search:

Case	Defendant	Type	Status
1:14-CR-08805-AA- Start: 03/03/2014 End: 06/05/2014	Jebediah Branson (# 1) Claimed Amount: 778.40	CJA-20 Andrew Anders	Submitted to Court 0101.0000001 INTERIM PAYMENT 1
1:14-CR-08805-AA- Start: 04/02/2014 End: 01/01/1900	Jebediah Branson (# 1) Claimed Amount: 1,000.00	AUTH Chemist, Toxicologist	Submitted to Court 0101.0000002
1:14-CR-08805-AA- Start: 06/04/2014 End: 06/04/2014	Jebediah Branson (# 1) Claimed Amount: 0.00 Approved Amount: 0.00	AUTH-24	Voucher Closed 0101.0000026
1:14-CR-08805-AA- Start: 05/15/2014 End: 05/15/2014	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-21 Luz Garcia Hair, Fiber Expert	Voucher Entry Edit
1:14-CR-08805-AA- Start: 06/04/2014 End: 06/04/2014	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-24 Teresa Transcripts	Voucher Entry Edit
1:14-CR-08805-AA- Start: 01/01/1901 End: 01/01/1901	Jebediah Branson (# 1) Claimed Amount: 0.00	AUTH-24	Voucher Entry Edit
1:14-CR-08805-AA- Start: 06/04/2014 End: 06/04/2014	Jebediah Branson (# 1) Claimed Amount: 14.50	CJA-24 Teresa Transcripts	Submitted to Attorney 0101.0000149

Page 1 of 1 (7 items)

View Representation

The **View Representation** information will display:


- Default excess fee limit
- Presiding judge
- Magistrate judge
- Co-counsel
- Previous counsel

Step
2

From the Appointment page open,
click **View Representation**.

Appointment

In this page you will find a summary about this appointment, including a list of vouchers related to this appointment and links to create new vouchers

 [View Representation](#)

Home	Operations	Reports	CMECF	Links	Help	logout																																			
<div> <div> Representation In this page you can access information of an existing representation. </div> <div> Reports Representation Report </div> </div> <div> Representation Info <table border="1"> <tr> <td>1. CIR./DIST./DIV.CODE 0101</td> <td colspan="2">2. PERSON REPRESENTED Jebediah Branson</td> <td>VOUCHER NUMBER</td> </tr> <tr> <td>3. MAG. DKT/DEF NUMBER</td> <td>4. DIST. DKT/DEF NUMBER 1:14-CR-08805-1-AA</td> <td>5. APPEALS. DKT/DEF NUMBER</td> <td>6. OTHER. DKT/DEF NUMBER</td> </tr> <tr> <td>7. IN CASE/MATTER OF(Case Name) USA v. Branson</td> <td>8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)</td> <td>9. TYPE PERSON REPRESENTED Adult Defendant</td> <td>10. REPRESENTATION TYPE Criminal Case</td> </tr> <tr> <td colspan="4">11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES</td> </tr> <tr> <td>EXCESS FEE LIMIT \$9,800.00</td> <td>PRESIDING JUDGE Albert Albertson</td> <td>MAGISTRATE JUDGE</td> <td>DESIGNEE</td> </tr> </table> <table border="1"> <thead> <tr> <th>App.ID</th> <th>Attorney</th> <th>Order Type</th> <th>Order</th> <th>Email</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>Andrew Anders</td> <td>Appointing Counsel</td> <td>03/03/14</td> <td>deadmail@support.aobx.uscourts.gov</td> </tr> <tr> <td>29</td> <td>Andrew Anders</td> <td>Appointing Counsel</td> <td>12/21/10</td> <td>deadmail@support.aobx.uscourts.gov</td> </tr> </tbody> </table> </div>							1. CIR./DIST./DIV.CODE 0101	2. PERSON REPRESENTED Jebediah Branson		VOUCHER NUMBER	3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT/DEF NUMBER	6. OTHER. DKT/DEF NUMBER	7. IN CASE/MATTER OF(Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case	11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES				EXCESS FEE LIMIT \$9,800.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE	App.ID	Attorney	Order Type	Order	Email	2	Andrew Anders	Appointing Counsel	03/03/14	deadmail@support.aobx.uscourts.gov	29	Andrew Anders	Appointing Counsel	12/21/10	deadmail@support.aobx.uscourts.gov
1. CIR./DIST./DIV.CODE 0101	2. PERSON REPRESENTED Jebediah Branson		VOUCHER NUMBER																																						
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App.ID	Attorney	Order Type	Order	Email																																					
2	Andrew Anders	Appointing Counsel	03/03/14	deadmail@support.aobx.uscourts.gov																																					
29	Andrew Anders	Appointing Counsel	12/21/10	deadmail@support.aobx.uscourts.gov																																					

Step
3

Click **Home** on the Menu bar at the top of the page.

CJA 20 Voucher Process Overview



Creating the CJA 20 Voucher

The Court creates the appointment. The attorney will initiate the CJA 20 voucher.

Note:

All voucher types and documents function primarily the same.

Step
1

From the **Appointment** page click **Create** from the CJA 20 Voucher template.



The voucher opens to the **Basic Info** page which displays the information in the paper voucher format.

CJA-20
Attorney Enters

Def.: Jebediah Branson

[Link to CM/ECF](#)

Voucher #:
Start Date: 6/11/2014
End Date: 6/11/2014

Services: \$0.00

Expenses: \$0.00

Reports

[Defendant Detail Budget Report](#)
Detail budget info for defendant

[Form CJA20](#)

[Defendant Summary Budget Report](#)
Totals only of budget info for defendant

Basic Info Services Expenses Claim Status Documents Confirmation

Basic Info

1. CIR./DIST./DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT./DEF. NUMBER	4. DIST. DKT./DEF. NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT./DEF. NUMBER	6. OTHER. DKT./DEF. NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> V Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order Nunc Pro Tunc Date 3/3/2014 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Payment Info

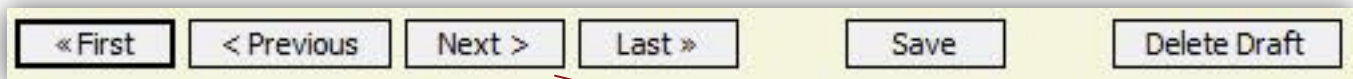
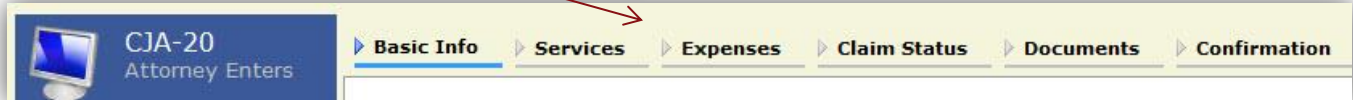
Preferred Payee: Andrew Anders

Andrew Anders
 SSN/EIN: ***-**-6789
 123 Legal Blvd. South
 AnyTown, DC
 12345 - USA
 Phone: 888-555-4000
 Fax: 888-555-4001

« First < Previous Next > Last » Save Delete Draft

Creating the CJA 20 Voucher (cont'd)

Tab Headings appears at the top of the screen



Progress Bar appears at the bottom of the screen.

Notes:

- The user should **SAVE** any entries made to a voucher often to avoid data loss.
- At any time prior to submitting the voucher, the user may delete the voucher by clicking the **Delete Draft** button.
- The user may navigate using the Tab Headings or Progress bar.

Entering Services


Line item time entries should be entered on the Services tab.
Both In-Court and Out-of Court time should be recorded on this screen.

Step 2

Click the **Services** tab or click the **Next** option located on the Progress bar.

Note:

There is **NOT AN AUTOSAVE** function on this program. You must click **SAVE** periodically in order to save your work.


CJA-20
 Attorney Enters

Def.: Jebediah Branson

[Link to CM/ECF](#)

Voucher #:
 Start Date: 6/11/2014
 End Date: 6/11/2014

Services: \$0.00

Expenses: \$0.00


Reports
[Defendant Detail Budget Report](#)
 Detail budget info for defendant

[Form CJA20](#)

[Defendant Summary Budget Report](#)
 Totals only of budget info for defendant

Basic Info
 Services
 Expenses
 Claim Status
 Documents
 Confirmation

Services

Date: 6/11/2014 * 
 Description:

Service Type:

Doc. # (ECF):

 Pages:

Hours:

 at \$126.00 per hour.

Add

Remove

* Required Fields

To group by a particular Header, drag the column to this area.

Service Type	Date	Description	Hrs	Rate	Amt

No data

« First

< Previous

Next >

Last »


Save

Delete Draft

Step 3

Enter the date of the service. The default date is always the current date. You may type in the date or click the calendar icon to select a date from the pop-up calendar.

Services

Date	6/11/2014 * 	Description																																																								
Service Type	<div> <div>June 2014</div> <table border="1"> <thead> <tr> <th></th> <th>Su</th> <th>Mo</th> <th>Tu</th> <th>We</th> <th>Th</th> <th>Fr</th> <th>Sa</th> </tr> </thead> <tbody> <tr> <td>»</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> </tr> <tr> <td>»</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> </tr> <tr> <td>»</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> </tr> <tr> <td>»</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> </tr> <tr> <td>»</td> <td>29</td> <td>30</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>»</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> </tr> </tbody> </table> </div>			Su	Mo	Tu	We	Th	Fr	Sa	»	1	2	3	4	5	6	7	»	8	9	10	11	12	13	14	»	15	16	17	18	19	20	21	»	22	23	24	25	26	27	28	»	29	30	1	2	3	4	5	»	6	7	8	9	10	11	12
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Doc.# (ECF)																																																										
Hours																																																										

* Required Fields

To group by a parent

Service Type

Services (cont'd)

Step
4

Select **Service Type** from the drop-down menu.

Note:

You may add dates in any order. You can sort in chronological order at any time.

Step
5

Enter hours of service in tenths of an hour.

Step
6

Enter a description.

Step
7

Click **ADD**.

Note:

- You may add time in any order.
- Double click an entry to edit.

The entry will be added to the voucher and appear at the bottom of the Service Type section.

Service Type	Date	Description	Hrs	Rate	Amt
a. Arraignment and/or Plea	06/11/2014	First appearance and arraignment of Defendant	0.5	126.0000	63.00

Step
8

Click the **Date** header. This will sort services according to date.

Step
9

Click **Save**.

Entering Expenses

Step
1

Click the **Expenses** tab or click the **Next** option located on the Progress bar.

Expenses

Date: 6/12/2014 *

Expense Type: *

Miles: at \$0.5600 per mile.

Amount:

Add Remove

* Required Fields

To group by a particular Header, drag the column to this area.

Expense Type	Date	Description	Mile	Rate	Amt
No data					

<< First < Previous Next > Last >> Save Delete Draft

Step
2

Enter the Expense Type from the Expense Type drop-down menu.

Expenses

Date: 6/12/2014 *

Expense Type: *

Miles:

Amount:

* Required Fields

To group by a particular Header, drag the column to this area.

Expense Type	Date	Description	Mile	Rate	Amt
No data					

<< First < Previous Next > Last >>


- Travel Miles
- Travel Misc.
- Fax
- Long Distance Charges
- Photocopies
- Postage
- Other Expenses

Entering Expenses (cont'd)

Step 3 If Travel Miles is chosen, enter the round trip mileage.

Step 6 Enter a description.

Expenses

Date: 6/12/2014 *  Description: Travel to and from Court *

Expense Type: Travel Miles * Amount:

Miles: 20 * at \$0.5600 per mile.

* Required Fields

To group by a particular Header, drag the column to this area.


Expense Type	Date	Description	Mile	Rate	Amt
No data					

« First < Previous Next > Last »

Step 4 Click **ADD**.

The entry will be added to the voucher and will appear at the bottom of the Expense Type section.

Expenses

Date: 6/12/2014 *  Description: *

Expense Type: * Amount:

Miles: * at \$0.5600 per mile.

* Required Fields

To group by a particular Header, drag the column to this area.

Expense Type	Date	Description	Mile	Rate	Amt
Travel Miles	06/12/20...	Travel to and from Court	20	0.5600	11.20

1 Page 1 of 1 (1 items)


« First < Previous Next > Last »

Entering Expenses (cont'd)

Notes:

- If Photocopies or fax expenses are chosen, indicate the number of pages, and the rate charged per page.
- Remember to click **ADD** after each entry.
- Double click an entry to edit.

Expenses

Date: 6/12/2014 *  Description: *

Expense Type: *

Miles: at \$0.5600 per mile.

Amount: *

* Required Fields

To group by a particular Header, drag the column to this area.

Expense Type	Date	Description	Mile	Rate	Amt
Photocopies	06/12/20...	Copies - 100 pages @ .15 per page	0	0	15.00
Travel Miles	06/12/20...	Travel to and from Court	20	0.5600	11.20

1 Page 1 of 1 (2 items)

« First < Previous Next > Last »

Step
5


Click the **Date** header. This will sort expenses according to date.

Step
6

Click **SAVE**.

Claim Status

Once you begin entering data on the Services and/or Expenses tab, you may receive what looks like an error message:

 Service and/or Expenses are out of the Voucher Start and End Dates.

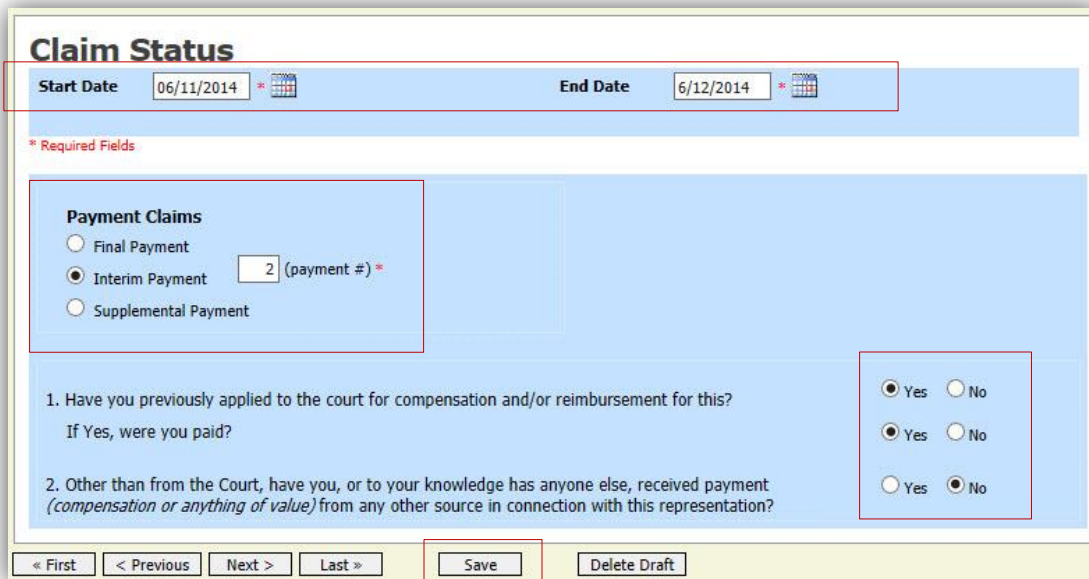
The message will be removed when you complete the **Claim Status** section with start and end dates which include all service and expenses dates for the voucher.

Step
1

Click the **Claim Status** tab or click the **Next** option located on the Progress bar.

Step
2

Enter the start date from the services or expenses entries, whichever date is earliest. If need be, go back to the **Expense** and **Service** sections, and click the **Date** header to sort showing the earliest date of services.



Step
3

Indicate payment type.

Note:

- Final Payment is requested after all services have been completed.
- Interim Payment allows for payment in segments, but each Court's practice may differ. If using this type of payment indicate the number of this request payment.
- After Final Payment number has been submitted, Supplemental Payment may be requested due to a missed or forgotten receipt.

Step
4

Answer all the questions regarding previous payments in this case.

Step
5

Click **SAVE**.

Documents

Attorneys (as well as the Court) may attach documents.

Attach any documentation which supports the voucher, i.e. travel or other expense receipts, orders from the Court.

Step 1 To add an attachment, click the **Browse** button to locate your file.

Note:

All documents must be submitted in PDF format, and must be 10 MB or less.

Step 2 Add a description of the attachment.

Step 3 Click **Upload**.

Supporting Documents

File Upload (Only Pdf files of 10MB size or less!)

File

Description

The attachment and description is added to the voucher and appears in the bottom of the Description section.

Supporting Documents

File Upload (Only Pdf files of 10MB size or less!)

File

Description

Description	Delete	View
Copies of receipts	Delete	View

« First < Previous Next > Last »

Step 4 Click **SAVE**.


Signing and Submitting to Court

When you have added all voucher entries, you are ready to sign, and submit your voucher to the Court.

Step
1

Click Confirmation tab or the **Last** option located on the Progress bar.

The Confirmation screen appears which reflects all entries from the previous screens.

Confirmation					
1. CIR. DIST. DIV. CODE 0101		2. PERSON REPRESENTED Jebediah Branson		VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER		4. DIST. DKT. DEF. NUMBER 1:14-CR-08805-1-AA		5. APPEALS DKT. DEF. NUMBER	
6. OTHER DKT. DEF. NUMBER		7. IN CASE MATTER OF (Case Name) USA v. Branson		8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	
9. TYPE PERSON REPRESENTED Adult Defendant		10. REPRESENTATION TYPE Criminal Case			
11. OFFENSE(S) CHARGED 15:1825 F INSPECTION VIOLATION PENALTIES					
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623			13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel		
14. LAW FIRM NAME AND MAILING ADDRESS Andrew Anders TIN: ***-**-6789 123 Legal Blvd. South AnyTown DC 12345 USA Phone: 888-555-4000 Fax: 888-555-4001			Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 3/3/2014 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
CLAIMS FOR SERVICES AND EXPENSES			FOR COURT USE ONLY		
CATEGORIES	HOURS CLAIMED	TOTAL AMOUNT CLAIMED	ADJUSTED HOURS	ADJUSTED AMOUNT	REVIEW
15. a. Arraignment and/or Plea	0.5	\$63.00			
b. Bail and Detention Hearing	0	\$0.00			
c. Motion	0	\$0.00			
d. Trial	0	\$0.00			
e. Sentencing Hearings	0	\$0.00			
f. Revocation Hearings	0	\$0.00			
g. Appeals Court	0	\$0.00			
h. Other	0	\$0.00			
Totals	0.5	\$63.00			
16. a. Interviews and Conferences	0	\$0.00			
b. Obtaining and Reviewing Records	0	\$0.00			
c. Legal Research and Brief Writing	0	\$0.00			
d. Travel Time	0	\$0.00			
e. Investigative or Other Work	0	\$0.00			
Totals	0	\$0.00			
17. Travel Expenses (lodging, parking, meals, mileage, etc.)		\$11.20			
18. Other Expenses (other than expert, transcripts, etc.)		\$15.00			
GRAND TOTALS (CLAIMED AND ADJUSTED)		\$89.20			
19. CERTIFICATION OF ATTORNEY FOR THE PERIOD OF SERVICE FROM: 6/12/2014 TO: 6/12/2014		20. APPOINTMENT TERMINATION DATE IF OTHER THAN CASE COMPLETION		21. CASE DISPOSITION	
22. CLAIM STATUS <input type="checkbox"/> Final Payment <input type="checkbox"/> Interim Payment (P) <input type="checkbox"/> Supplemental Payment					
Have you Previously applied to the court for compensation and/or reimbursement for this? <input type="checkbox"/> YES <input type="checkbox"/> NO					
If yes, were you paid? <input type="checkbox"/> YES <input type="checkbox"/> NO					
Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation of anything of value) from any other source in connection with this representation? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please attach supporting documentation					
I swear or affirm the truth or correctness of the above statements.					
Signature of Attorney:			Date Signed:		
APPROVED FOR PAYMENT - COURT USE ONLY					
23. IN COURT COMP. \$0.00	24. OUT OF COURT COMP. \$0.00	25. TRAVEL EXPENSES \$0.00	26. OTHER EXPENSES \$0.00	27. TOTAL AMT. APPR. CERT. \$0.00	
28. SIGNATURE OF THE PRESIDING JUDGE			DATE		
29. IN COURT COMP. \$0.00	30. OUT OF COURT COMP. \$0.00	31. TRAVEL EXPENSES \$0.00	32. OTHER EXPENSES \$0.00	33. TOTAL AMT. APPR. CERT. \$0.00	
34. SIGNATURE OF THE CHIEF JUDGE, COURT OF APPEALS (OR DELEGATE) Payment approved in excess of the statutory threshold amount			DATE		
34a. JUDGE CODE					
Public/Attorney Notes					
<input type="checkbox"/> I swear and affirm the truth or correctness of the above statements Date:					
					
<div> « First < Previous Next > Last » Save Delete Draft </div>					

Signing and Submitting to Court (cont'd)

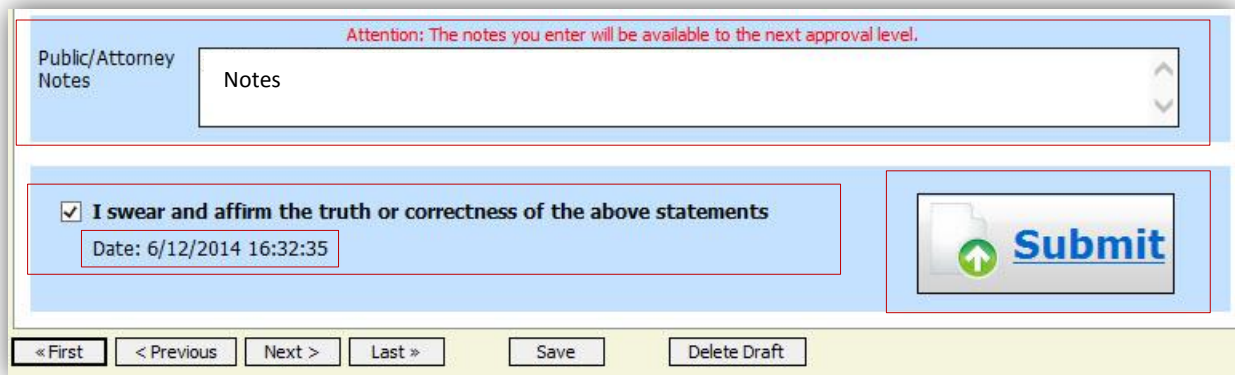
Step 2 Verify the information is correct.

Step 3 Scroll to the bottom of the screen.

Step 4 Check the box to swear and affirm to the accuracy of the voucher. The voucher will automatically be time stamped.

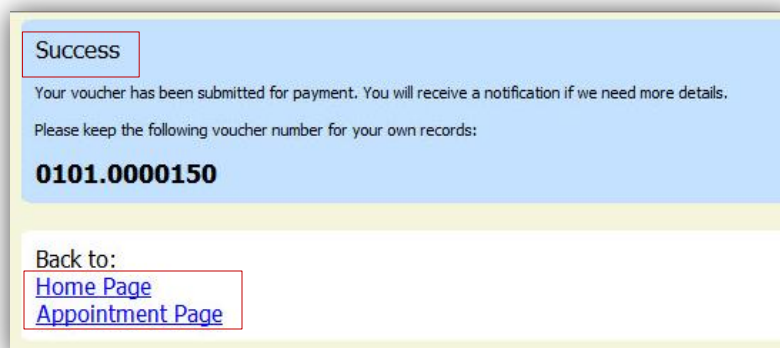
Note:

You may include any information to the Court in the Public/Attorney Notes section.



Step 5 Click **Submit** to send to the Court.

A confirmation screen will appear indicating the previous action was successful and the voucher has been submitted for payment.



Step 6 Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create additional document for this appointment.

Signing and Submitting to Court (cont'd)

The active voucher is removed from the “My Active Documents” folder and now appears in the “My Submitted Documents” section.

My Submitted Documents			
To group by a particular Header, drag the column to this area.			Search: <input type="text"/>
Case	Defendant	Type	Status
1:14-CR-08805-AA- Start: 06/12/2014 End: 06/12/2014	Jebediah Branson (# 1) Claimed Amount: 89.20	CJA-20 Andrew Anders	Submitted to Court 0101.0000150
1:14-CR-08805-AA- Start: 03/03/2014 End: 06/05/2014	Jebediah Branson (# 1) Claimed Amount: 778.40	CJA-20 Andrew Anders	Submitted to Court 0101.0000001 INTERIM PAYMENT 1
1:14-CR-08805-AA- Start: 04/02/2014 End: 01/01/1900	Jebediah Branson (# 1) Claimed Amount: 1,000.00	AUTH Chemist, Toxicologist	Submitted to Court 0101.0000002
1			Page 1 of 1 (3 items)

Notes:

- If a voucher is rejected by the Court, it will reappear in the “My Documents” section and will be highlighted in gold.

My Documents	
To group by a particular Header, drag the column to this area.	
Case	
1:14-CR-08802-AA- Start: 06/19/2014 End: 06/19/2014	

- An email message generated by the system will be sent explaining what corrections need to be made.

CJA 20 Quick Review Panel

When entering time and expenses in a CJA 20 voucher, the attorney may monitor the voucher totals using the quick review panel on the left side of the screen.

- The Services and Expenses will tally as entries are entered into the voucher.

CJA-20
Submitted to Court
[Read Only]
Flow: CJA-20 Basic
[Redirect Workflow](#)
Def.: Jebediah Branson

[Link to CM/ECF](#)

Voucher #: 0101.0000150
Start Date: 6/12/2014
End Date: 6/12/2014

Services: \$63.00
Expenses: \$26.20

- Expand the item by clicking on the down arrow (▼) to reveal specifics.

Services: \$63.00

In Court Services

Service	Hours	Amt.
Arraignment and/or Plea	0.5	\$63.00
Bail and Detention Hearing	0	\$0.00
Motion Hearings	0	\$0.00
Trial	0	\$0.00
Sentencing Hearing	0	\$0.00
Revocation Hearings	0	\$0.00
Appeals Court	0	\$0.00
Other	0	\$0.00
Totals	0.5	\$63.00

Out of Court Services

Service	Hours	Amt.
Interviews and Conferences	0	\$0.00
Obtaining and Reviewing Records	0	\$0.00
Legal Research and Brief Writing	0	\$0.00
Travel Time	0	\$0.00
Investigative and Other Work	0	\$0.00
Totals	0.0	\$0.00

Expenses: \$26.20

Travel

Expense Type	Amount
Travel Miles	\$11.20
Travel Misc	\$0.00
Totals	\$11.20

Expenses

Expense Type	Amount
Fax	\$0.00
Long Distance Charges	\$0.00
Photocopies	\$15.00
Postage	\$0.00
Other Expenses	\$0.00
Totals	\$15.00